



Cost and Software Data Reporting Training

Contracting Module

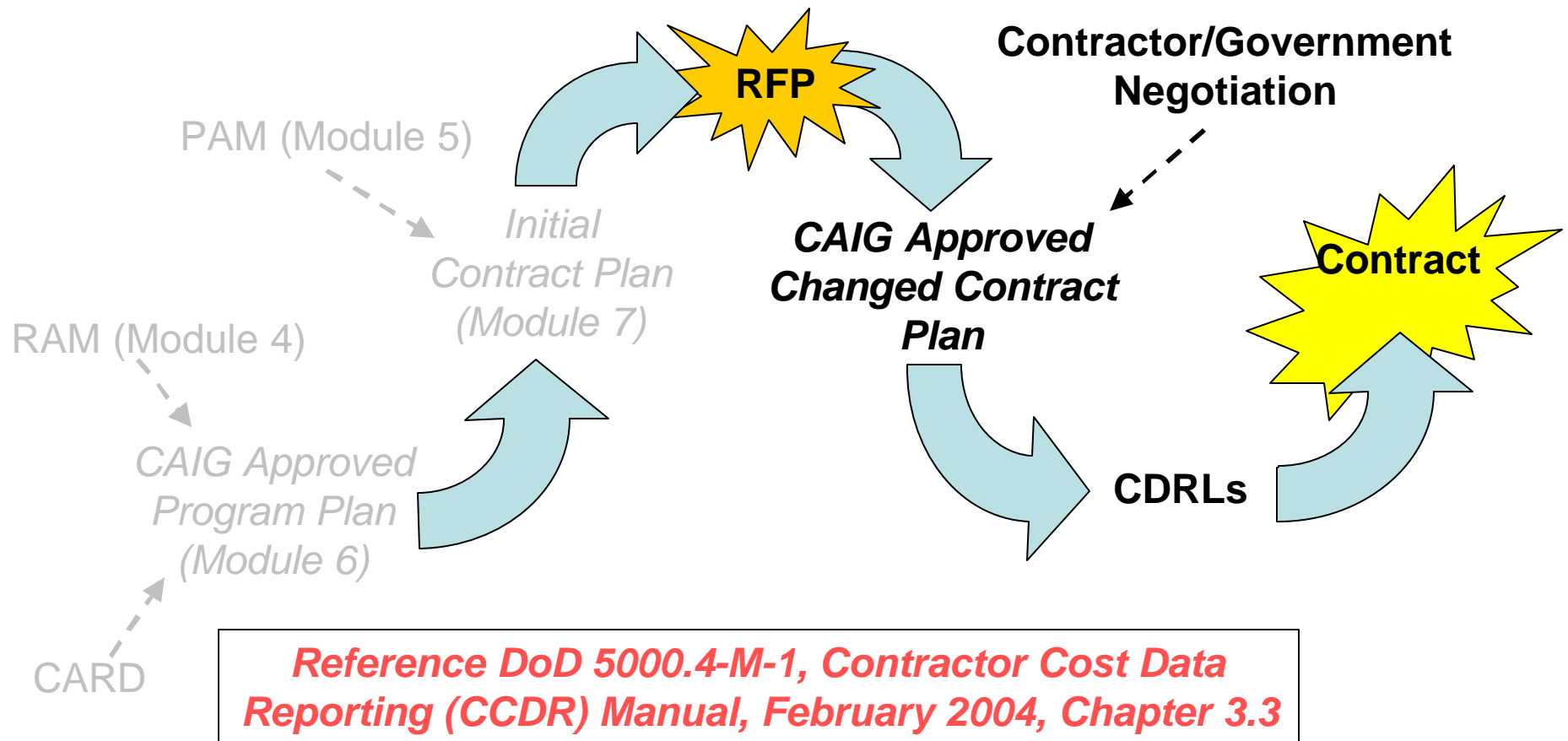
Schedule

DAY 1	DAY 2	DAY 3
0800 Class Orientation	0800 Contract Planning	0900 Question /
0830 Background / Familiarization Module	0915 SRDR Planning (Part 1)	Answer Session
0945 Break	1015 Break	930 Validation (Part 1)
1000 WBS Module	1030 SRDR Planning (Part 2)	1015 Break
1130 Lunch	1130 Lunch	1030 Validation (Part 2)
1230 RAM Module	1230 Contracting	1130 Lunch
1330 Evolutionary Acquisition	1330 Cost Reporting (Part 1)	1230 SRDR Reporting
1430 Break	1500 Break	1400 Break
1445 Program Planning Module	1515 Cost Reporting (Part 2)	1415 Final Exam
		1615 Wrap-Up

Lesson Assignment Sheet

- Objectives:
 - For students to understand how contract plans become contractual requirements
- Desired Learning Outcomes:
 - Know how to incorporate the CSDR requirements into the RFP;
 - Be familiar with the contracting process, including timelines;
 - Understand the format and wording requirements of the DD 1423-1 Contract Data Requirements List (CDRL).
- Assignment:
 - EXERCISE 9-1. HOUSE Contract
- Reference Material:
 - CSDR Reference Book
 - DoD 5000.4-M-1, Cost and Software Data Reporting (CSDR) Manual, February 2004
 - DD Form 1423-1 and Instructions, *Contract Data Requirements List*
 - Internet
 - DoD 5010.12-M, Procedures for the Acquisition and Management of Technical Data, May 1993 (http://www.dtic.mil/whs/directives/corres/pdf/501012m_0593/p501012m.pdf)

Planning and Contract Process



Request for Proposal (RFP)

- **The government-proposed contract plan should be included in the RFP**
 - Formalizes the government's requirement for cost data and ties the need to a given procurement
 - Provides the contractor with an opportunity to respond to the requirement with a proposed cost
 - Opens discussions between the government and the contractor to resolve contractor issues or suggested changes to the government's requirement to improve reporting accuracy, consistency, and/or relevancy.

Request for Proposal (RFP)

- **Contractor response to the RFP should include:**
 - *Proposed CSDR contract plan, using the approved Program Plan and CAIG Approved Initial Contract Plan as the baseline;*
 - *Proposed CSDR contract plan is subject to negotiation, resulting in a CAIG Approved Changed CSDR contract plan that will be submitted to the CAIG Chair for approval;*
 - *Contractor cost estimates on the DD Forms 1921 and 1921-1 using the contract WBS proposed*
- **The RFP should also require the contractor to consider the following in preparing the proposal:**
 - *WBS and WBS Dictionary are due within 60 days after contract award;*
 - *CCDR reports will be due according to the schedule provided in the approved contract plan;*
 - *CSDR requirements are applicable to subcontractors that meet cost reporting thresholds or are designated high risk or high technical interest by the DoD program office.*

Proposed RFP language is provided in DoD 5000.4-M-1, Contractor Cost Data Reporting (CCDR) Manual, February 2004, Figure C3.F4

Negotiations

- Opportunity for the Government and Contractor to come to agreement on the details of the contractor's proposal
 - *It is important to engage the CWIPT during this process*
- Results in a CSDR plan that both the Government and Contractor agree to
 - *This plan is then submitted to the CAIG Chairman for approval*

Contract

- **Cost reporting requirements are made contractual by incorporating:**
 - Language in the statement of work;
 - Contract Data Requirements List (CDRLs);
 - Contract Attachments

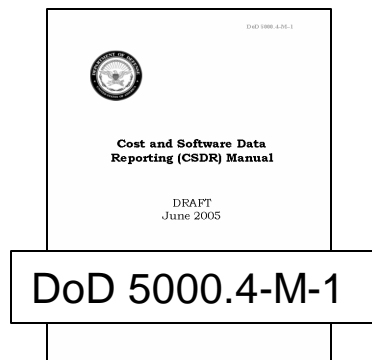
Statement of Work (SOW)

- **The SOW should include language that describes the cost reporting requirement**
- **Suggested language can be similar to paragraphs d, e, and f of the proposed RFP language:**

The contractor shall:

1. Provide the final contract WBS and dictionary IAW DI-MGMT-81334 within 60 days after contract award. Maintain and update the WBS and dictionary during contract execution. Submittals will be no more frequent than CCDR reports.
2. Prepare and provide CCDR reports IAW DI-FNCL-81565A and DI-FNCL-81566A and with the approved contract cost data plan [Attachment X].
3. Flow down CCDR requirements to any lower tier contractor that will have a contract valued at over \$50 million (FY2002 dollars) or any contracts valued at between \$7 million and \$50 million (2002 dollars) that are designated by the DoD program office as being high risk or high technical interest.

Contract Data Requirements List (CDRLs)



- C3.3.2 Placing CCDR Requirements on Contract.

“The final approved Contract Plan is included in the contract by incorporating a DD Form 1423-1, ‘Contract Data Requirements List’ (CDRL) that identifies specific CCDR requirements for development and production contracts.”

Format and content requirements are provided in DoD 5000.4-M-1, Cost and Software Data Reporting (CSDR) Manual, February 2004

Contract Data Requirements List (CDRLs)

- **A CDRL is a Form normally included as a contract exhibit**
 - Typically referred to within contract section B (Supplies/Services), section C (Description/Specs), and the contract statement of work (usually referenced as an attachment.)
 - The form communicates contract data reporting requirements at a higher level than the CSDR plan
 - One form for each data item
 - Cost Data Summary Report (DD Form 1921)
 - Functional Cost-Hour and Progress Curve Report (DD Form 1921-1)
 - Contract Work Breakdown Structure (CWBS)
 - Software Resources Data Report : Initial Developer Report (DD Form 2630-2)
 - Software Resources Data Report: Final Developer Report (DD Form 2630-3)
 - The actual CSDR contract plan is referenced as an attachment

Note: In the event that there is a conflict between the CDRL and the CSDR Plan, the CDRL takes precedence

Contract Data Requirements List (CDRLs)

Descriptive info including Data Item Title, DID reference, Contract Number, CLIN, etc.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)										Form Approved OMB No. 0704-0188	
<p>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302), and to the Office of Management and Budget, Paperwork Project (0704-0188). Do not send comments to the Department of Defense or the Office of Management and Budget. Send comments to the Government Printing Office for the Contract Data Requirements List (CDRL) form. Please DO NOT RETURN your form to the above address. Send completed form to the Government Contracting Officer for the Contract Data Requirements List (CDRL) form.</p>											
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____							
D. SYSTEM ITEM		E. CONTRACT PR NO.		F. CONTRACT NO.							
1. DATA ITEM NO.	2. TITLE OF DATA ITEM Cost Data Summary Report (DD Form 1921)			3. SUBTITLE Contractor Cost Data Reporting (CCDR)							
4. AUTHORITY (Data Acquisition Document No.) DI-FNCL-81565A		5. CONTRACT REFERENCE		6. REQUIRING OFFICE							
7. DD 250 REQ	8. DIST STATEMENT REQUIRED	9. FREQUENCY	10. DATE OF FIRST SUBMISSION	11. DATE OF SUBSEQUENT SUBMISSION							
12. AIR CODE	13. AIR OF DATE	14. DATE OF SUBSEQUENT SUBMISSION	15. COPIES a. ADDRESSEE Draft Final Reg Reg Repro								
<p>16. REMARKS Prepare Blocks 10, 12, and 13 in accordance with the CAIG Chair-approved Contract Cost and Software Data Reporting (CSDR) Plan provisions and the CCDC Manual (DoD 5000.4 M-1). The CSDR Plan is included as contract attachment 1. The CCDC Manual is available from the DCARC Web site at http://dcarc.pae.osd.mil. The responsible DoD office for receiving and storing all CCDC-related formats is: Defense Cost and Resource Center (DCARC) 201 12th Street South Suite 200 Arlington, VA 22202</p> <p>Prepare CCDC data in electronic format in accordance with the detailed instructions contained in Data Item Description DI-FNCL-81565A. Prime contractors are responsible for flowing down CCDC requirements contained in their prime contracts to all subcontractors who meet the reporting thresholds. This includes requiring subcontractors to electronically report directly to the DCARC.</p>											
16. TOTAL → 0 0 0											
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE					

Distribution Requirements

Remarks section – provides guidance references, contract plan reference, special reporting requirements, etc.

Contract Data Requirements List (CDRLs)

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)										Form Approved OMB No. 0704-0188	
<small>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block C.</small>											
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP _____ TM _____ OTHER _____							
D. SYSTEM ITEM				E. CONTRACT/PR NO.				F. CONTRACTOR			
1. DATA ITEM NO.		2. TITLE OF DATA ITEM Cost Data Summary Report (DD Form 1921)						3. SUBTITLE Contractor Cost Data Reporting (CCDR)			
4. AUTHORITY (Data Acquisition Document No.) DI-FNCL-81565A				5. CONTRACT REFERENCE				6. REQUIRING OFFICE			
7. DO 250 REQ.		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION			
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		b. COPIES			
								Draft		Final	
								Reg		Repro	
10. REMARKS Prepare Blocks 10, 12, and 13 in accordance with the CAIG Chair-approved Contract Cost and Software Data Reporting (CSDR) Plan provisions and the CCDR Manual (DoD 5000.4-M-1). The CSDR Plan is included as contract attachment 1. The CCDR Manual is available from the DCARC Web site at http://dcarc.pae.osd.mil . The responsible DoD office for receiving and storing all CCDR-related formats is: • Defense Cost and Resource Center (DCARC) • 201 12 th Street South • Suite 200 • Arlington, VA 22202 Prepare CCDR data in electronic format in accordance with the detailed instructions contained in Data Item Description DI-FNCL-81565A. Prime contractors are responsible for flowing down CCDR requirements contained in their prime contracts to all subcontractors who meet the reporting thresholds. This includes requiring subcontractors to electronically report directly to the DCARC.											
15. TOTAL → 0 0 0											
G. PREPARED BY				H. DATE		I. APPROVED BY		J. DATE			

DD FORM 1423-1, FEB 2001 PREVIOUS EDITION MAY BE USED. Page ____ of ____ Pages

Suggested Language:

Prepare Blocks 10, 12, and 13 in accordance with the CAIG Chair-approved Contract Cost and Software Data Reporting (CSDR) Plan Provisions and the CCDR Manual (DoD 5000.4-M-1). The CSDR Plan is included as contract attachment 1. The CCDR Manual is available from the DCARC Web site at <http://dcarc.pae.osd.mil>. The responsible DoD office for receiving and storing all CCDR-related formats is the DCARC located at 201 12th St., Suite 200, Arlington, VA 22202.

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Contract Attachments

- The CSDR plan approved by the CAIG Chairman is included with the contract as an Attachment.
- This contract attachment is referenced in the cost reporting CDRL items.

Contract Award

- Forward the signed cost reporting CDRs to the DCARC **within 30 days after contract award**
 - Provides verification that the CAIG approved CSDR plan was put on contract properly

*Improperly prepared CDRs can negate all of the work invested in the CSDR planning process – it is **CRITICAL** these documents are correct!*

PRACTICAL EXERCISE

30 MINUTES

- *Using the materials provided, complete the contracting exercise*

Questions / Discussion / Review

- **At this point, you should:**
 - Know how to incorporate the CSDR requirements into the RFP;
 - Be familiar with the contracting process, including timelines;
 - Understand the format and wording requirements of the DD 1423-1 Contract Data Requirements List (CDRL).

For more information...

- **Read:**

- **CSDR Reference Book**

- DoD 5000.4-M-1, *Cost and Software Data Reporting (CSDR) Manual*, February 2004, Chapter 3.3 and Figures C3.F4 through C3.F7
 - DD Form 1423-1, *Contract Data Requirements List*, February 2001, Instructions provided with the last page of the form

- **Internet**

- DoD 5010.12-M, *Procedures for the Acquisition and Management of Technical Data*, May 1993
(http://www.dtic.mil/whs/directives/corres/pdf/501012m_0593/p501012m.pdf)